# Soldier Getting Started Guide

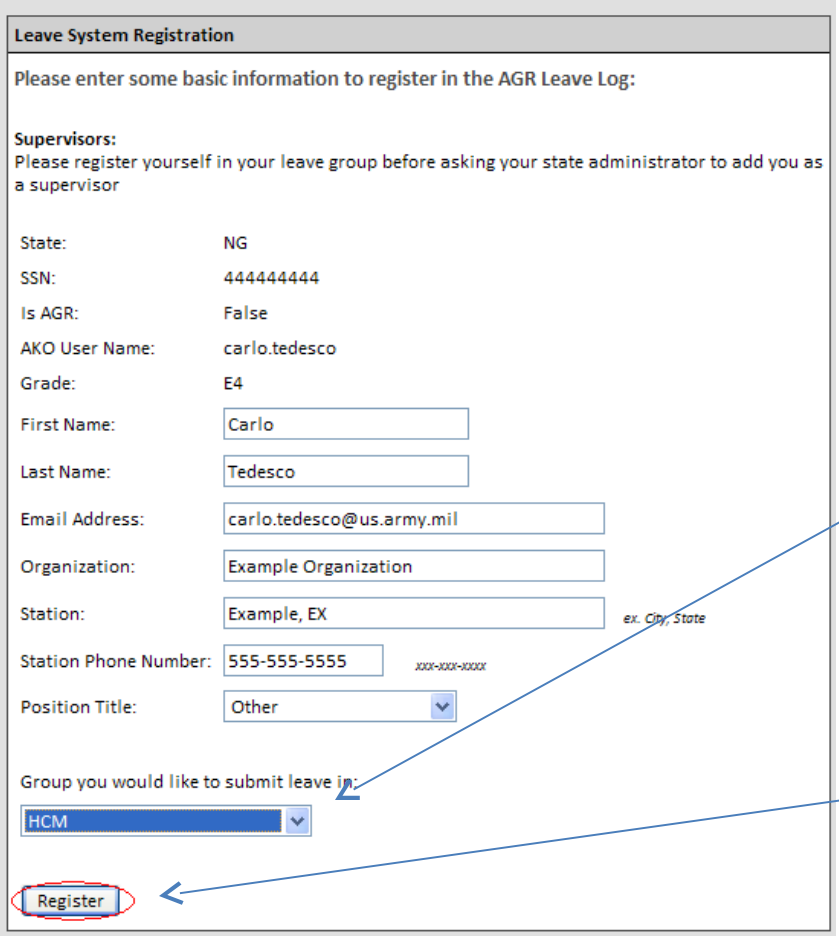
ARNG Leave Tracking System

https://ftsmcs.ngb.army.mil

Section 1

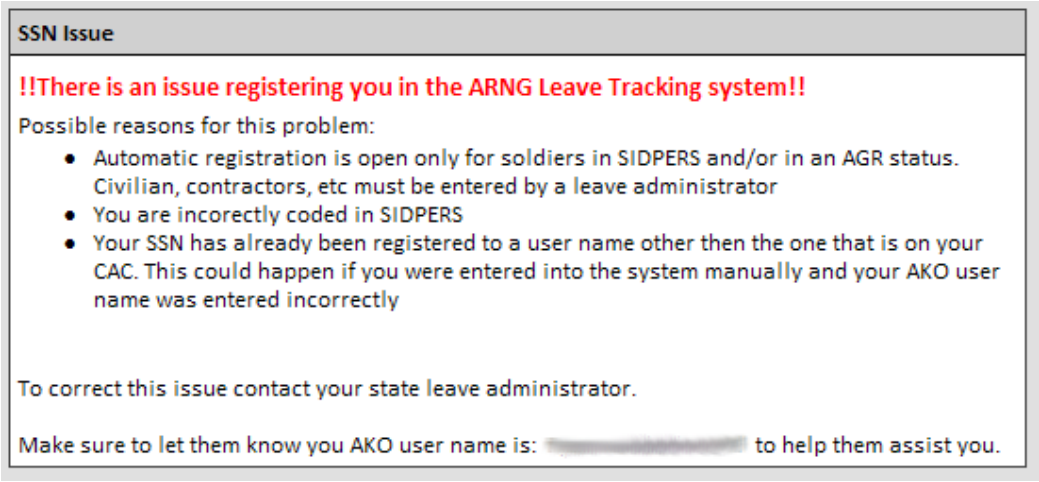
# REGISTERING YOURSELF

# Registering Yourself


Leave System Registration
Please enter some basic information to register in the AGR Leave Log:
Supervisors:
Please register yourself in your leave group before asking your state administrator to add you as a supervisor
State: NG
SSN: 444444444
Is AGR: False
AKO User Name: carlo.tedesco
Grade: E4
First Name: Carlo
Last Name: Tedesco
Email Address: carlo.tedesco@us.army.mil
Organization: Example Organization
Station: Example, EX
ex. City, State
Station Phone Number: 555-555-5555
xxx-xxx-xxxx
Position Title: Other
Group you would like to submit leave in:
HCM
Register

1. Fill out all the form
   - The group you select to submit leave in will determine who supervises your leave
2. Click the register button to complete registration

# Why Do I See This Screen?



**SSN Issue**

!!There is an issue registering you in the ARNG Leave Tracking system!!

Possible reasons for this problem:

- Automatic registration is open only for soldiers in SIDPERS and/or in an AGR status. Civilian, contractors, etc must be entered by a leave administrator
- You are incorectly coded in SIDPERS
- Your SSN has already been registered to a user name other then the one that is on your CAC. This could happen if you were entered into the system manually and your AKO user name was entered incorrectly

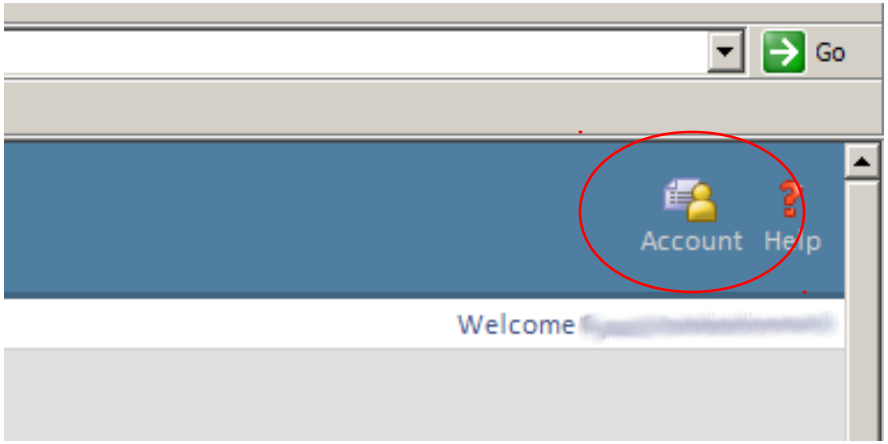
To correct this issue contact your state leave administrator.

Make sure to let them know you AKO user name is: [redacted] to help them assist you.

As explained by the form, self-registration is only open to soldiers who are in SIDPERS.

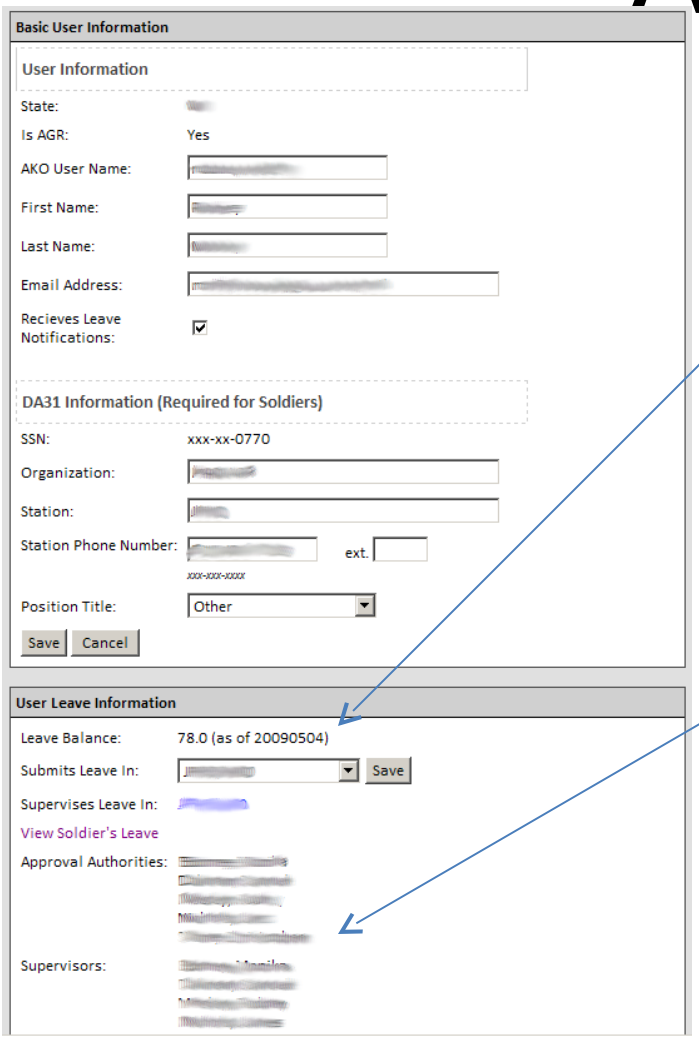
- If you are a civilian or contractor and you'd like to register as a supervisor contact your state's leave administrator. They can add you into the system
- You may have already been added to the system, but the person who entered you could have typed in your SSN or AKO user name incorrectly. Contact your state leave administrator so they can check your account
- It is possible that your pay or personnel record could be incorrect. Your state's HRO should be able to correct this for you.
- If all else fails contact the POC on the last slide of this presentation.

# Making Changes to Your Account




Click the “Account” link at the top right of the page

# Making Changes to Your Account

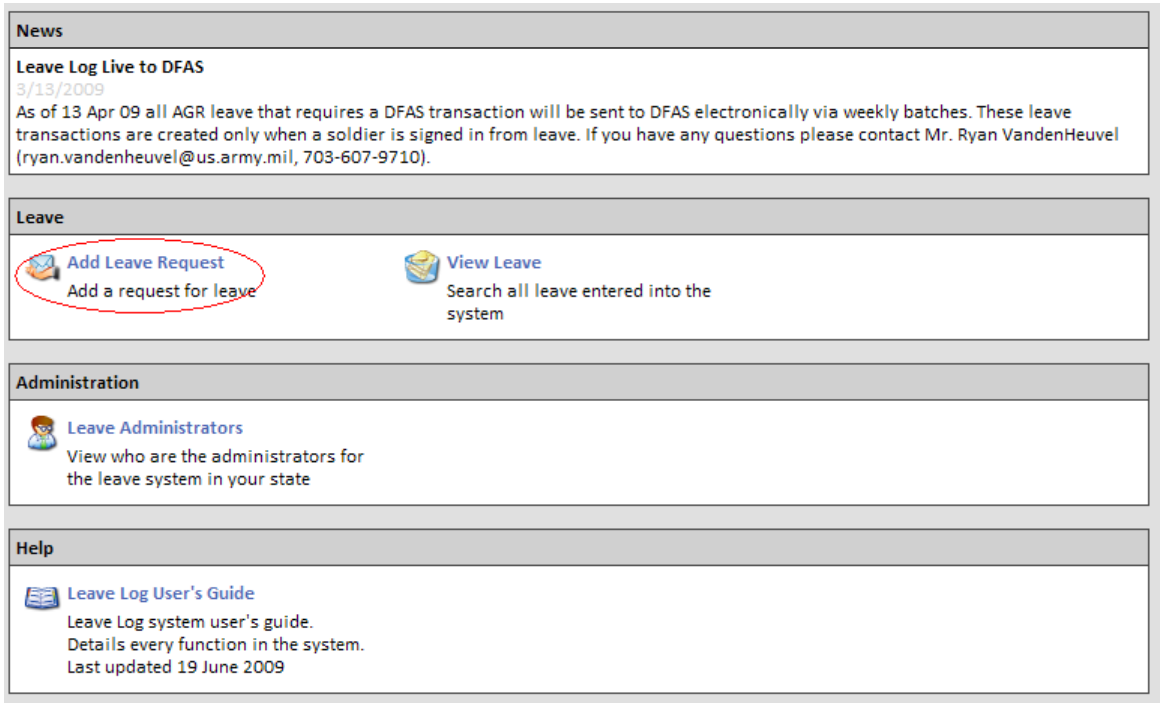



- On this page you can change your personal information
- You can also view your leave balance (if you are an AGR)
  - Leave balances are downloaded from DFAS weekly
- You can also see a list of the people who approve and recommend your leave

Section 2

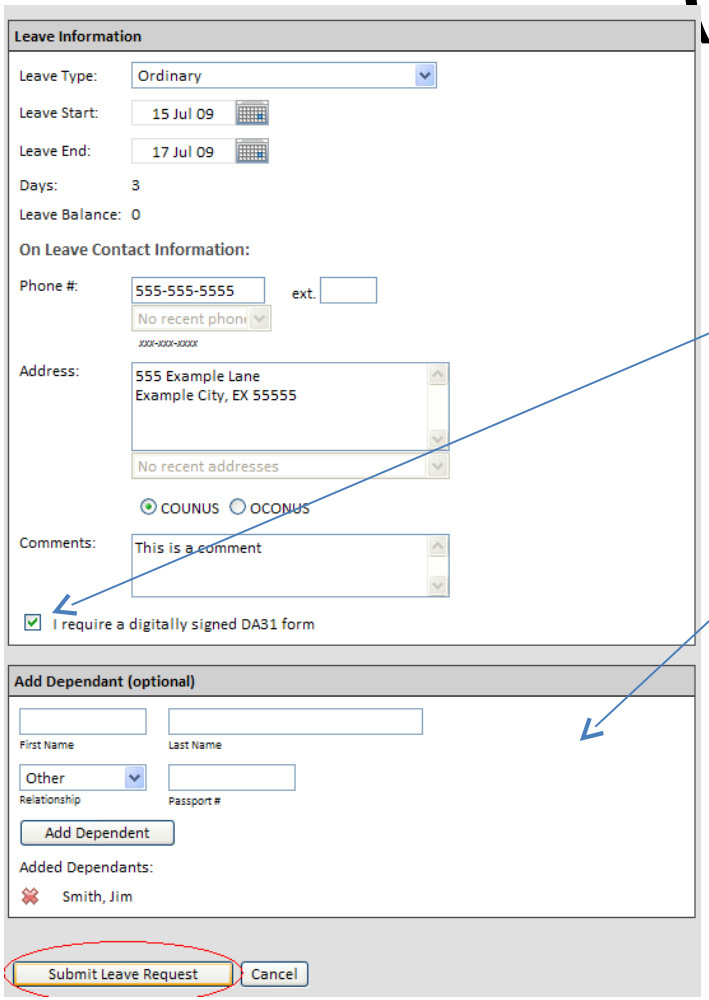
# ADDING A LEAVE REQUEST

# Adding a Leave Request


News
Leave Log Live to DFAS
3/13/2009
As of 13 Apr 09 all AGR leave that requires a DFAS transaction will be sent to DFAS electronically via weekly batches. These leave transactions are created only when a soldier is signed in from leave. If you have any questions please contact Mr. Ryan VandenHeuvel (ryan.vandenheuvel@us.army.mil, 703-607-9710).
Leave
Add Leave Request
Add a request for leave
View Leave
Search all leave entered into the system
Administration
Leave Administrators
View who are the administrators for the leave system in your state
Help
Leave Log User's Guide
Leave Log system user's guide.
Details every function in the system.
Last updated 19 June 2009

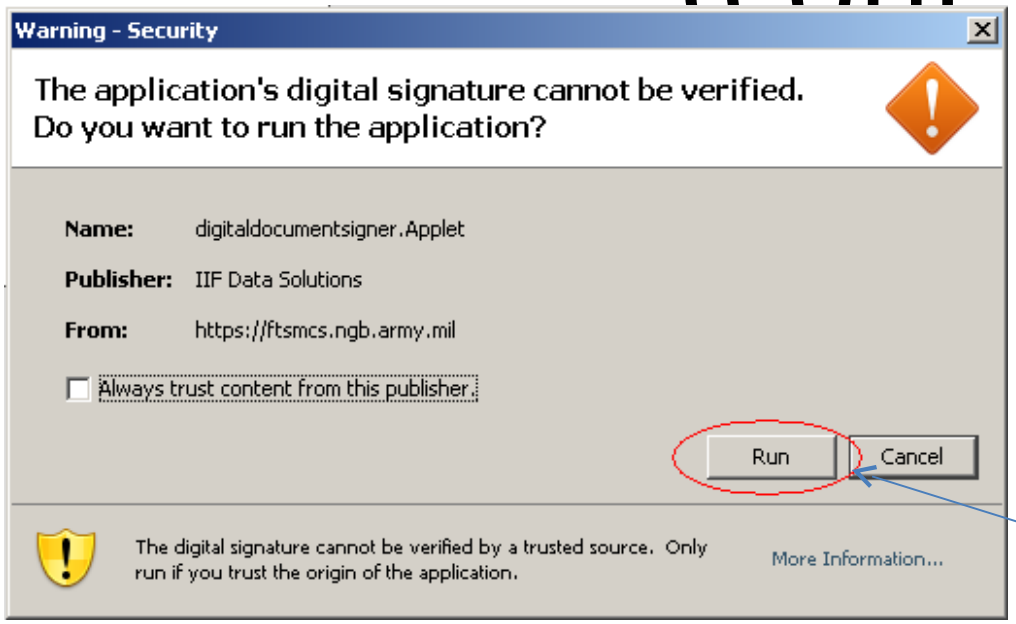
From the Leave Log Home Page click on the “Add Leave Request” link.

# Adding a Leave Request (cont.)



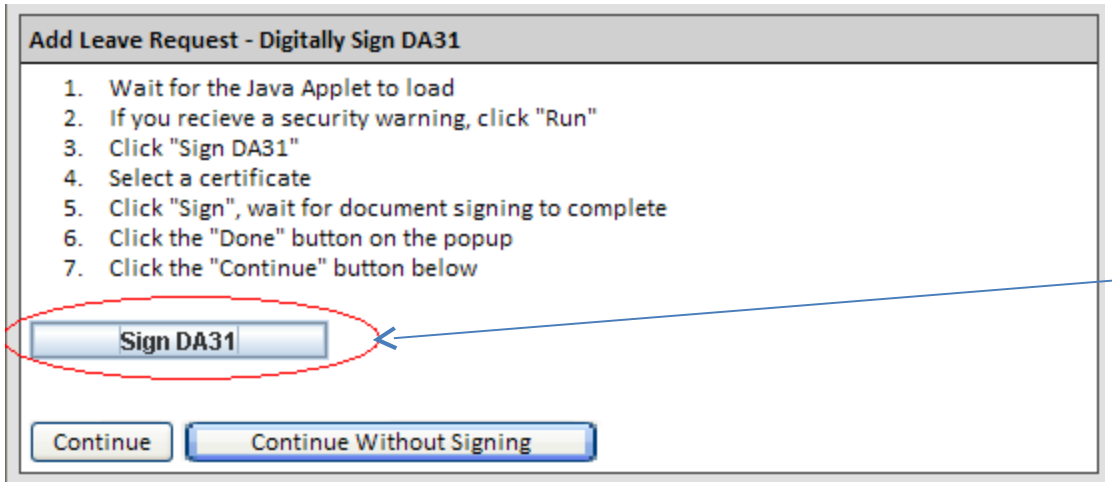

1. Fill out the form with your leave information
2. If you require a digitally signed DA31 form, click the check box shown here
3. If you'd like to make note of dependants add them in this section
4. Click the "Submit Leave Request" button

# Adding a Leave Request (cont.)

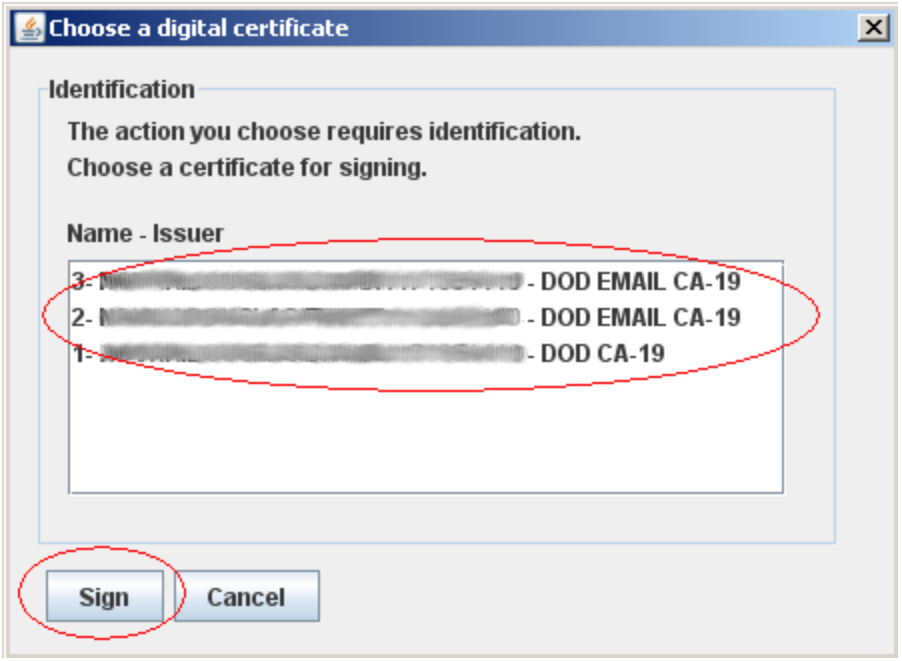

Warning - Security
The application's digital signature cannot be verified.
Do you want to run the application?
Name: digitaldocumentsigner.Applet
Publisher: IIF Data Solutions
From: https://ftsmcs.ngb.army.mil
Always trust content from this publisher.
Run
Cancel
The digital signature cannot be verified by a trusted source. Only run if you trust the origin of the application.
More Information...

If you selected that you require a digitally signed DA31 form, you will be directed to the signing screen. Follow the instructions on the screen:

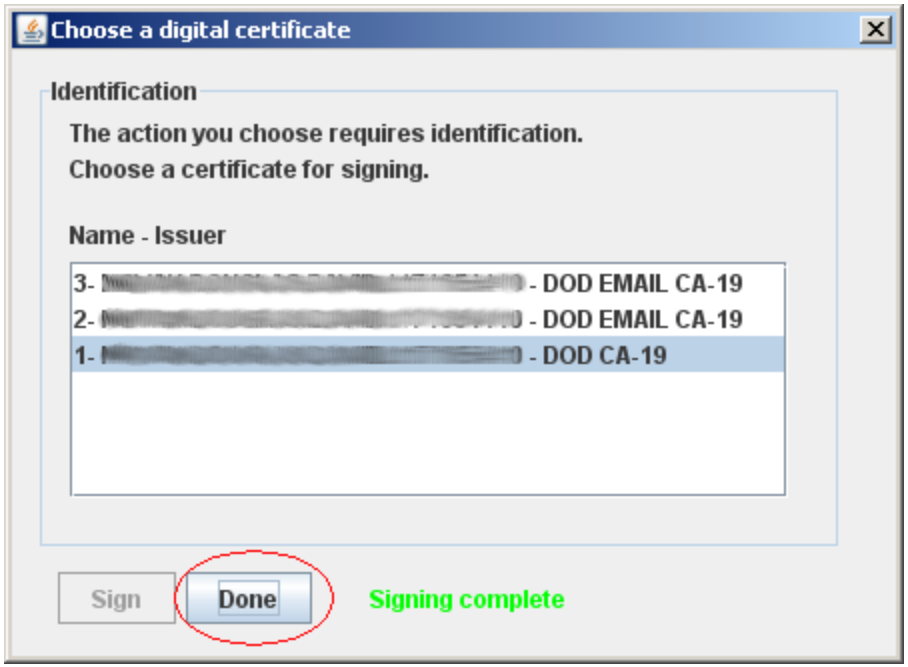
1. Wait for the Java applet to load
   - If you receive a security warning click “Run”


Add Leave Request - Digitally Sign DA31
1. Wait for the Java Applet to load
2. If you recieve a security warning, click "Run"
3. Click "Sign DA31"
4. Select a certificate
5. Click "Sign", wait for document signing to complete
6. Click the "Done" button on the popup
7. Click the "Continue" button below
Sign DA31
Continue
Continue Without Signing

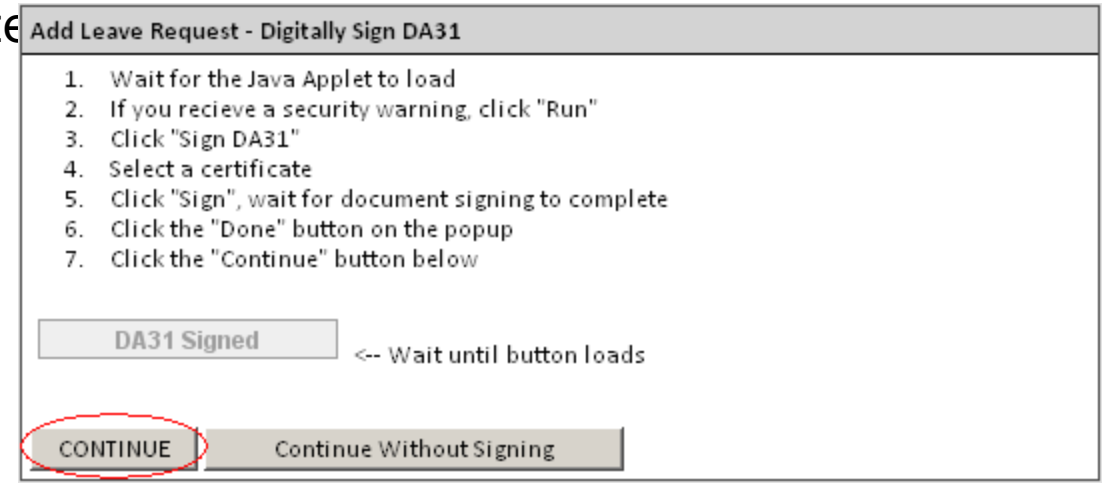
1. Click “Sign DA31”




1. Select a certificate
   - All certificates that are displayed are current. We filter out any expired certificates before displaying them.
2. Click “Sign”. The applet will now sign the document




1. When you see the prompt that signing has complete, click the “Done” button
2. Click the continue button to save the signed form in the syste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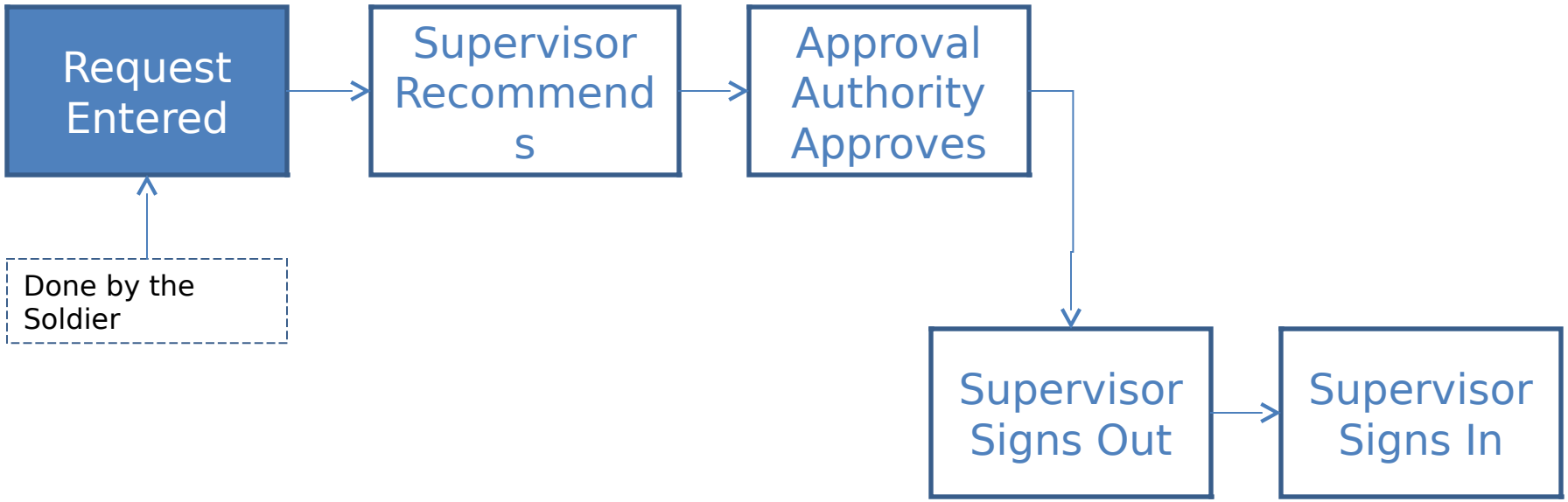
DA31 Signed
<-- Wait until button loads
CONTINUE
Continue Without Signing

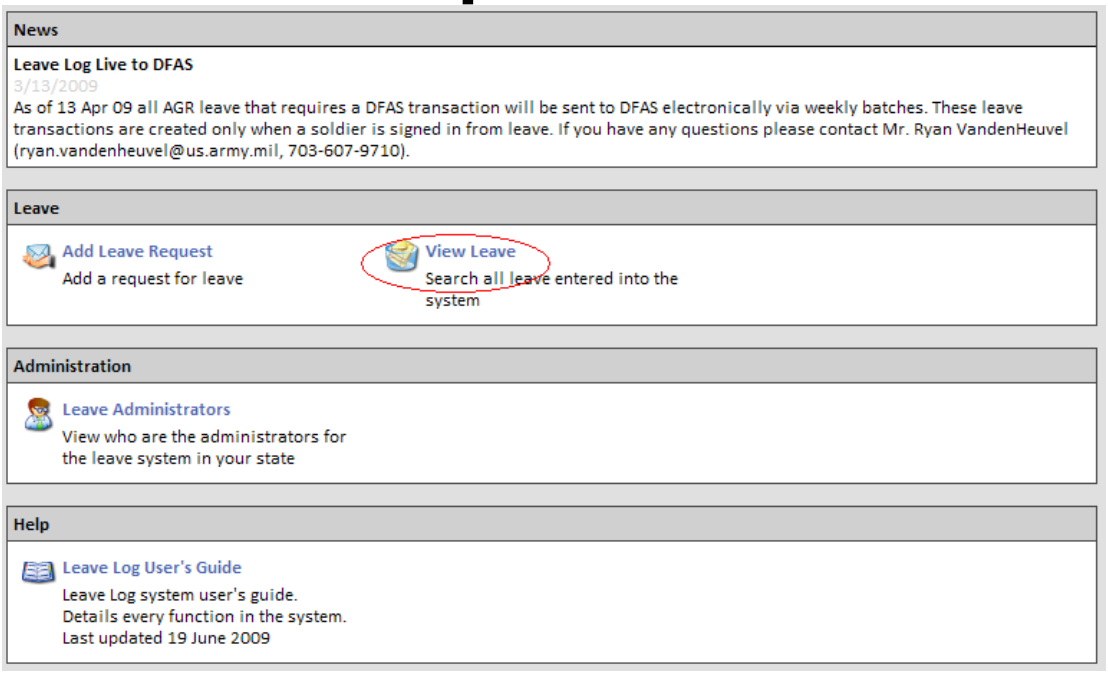
Section 3

# MANAGING YOUR LEAVE REQUESTS

# Leave Request Life Cycle



# Viewing Your Leave Requests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View who are the administrators for the leave system in your state
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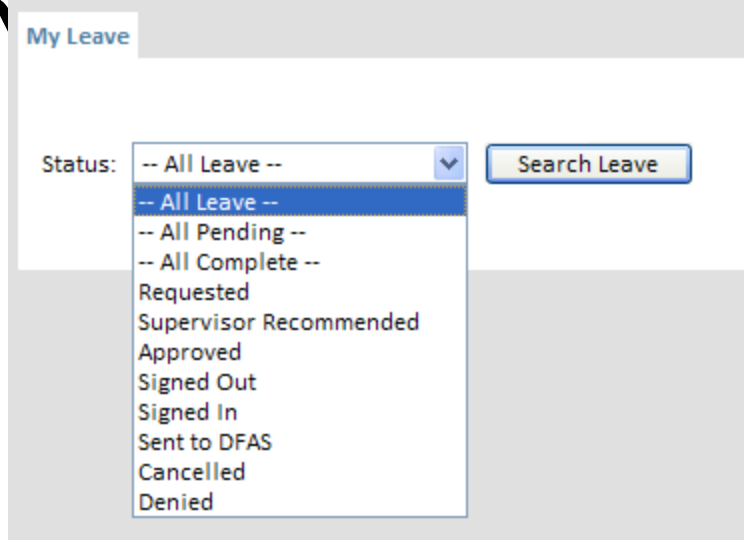
Leave Log system user's guide.
Details every function in the system.
Last updated 19 June 2009

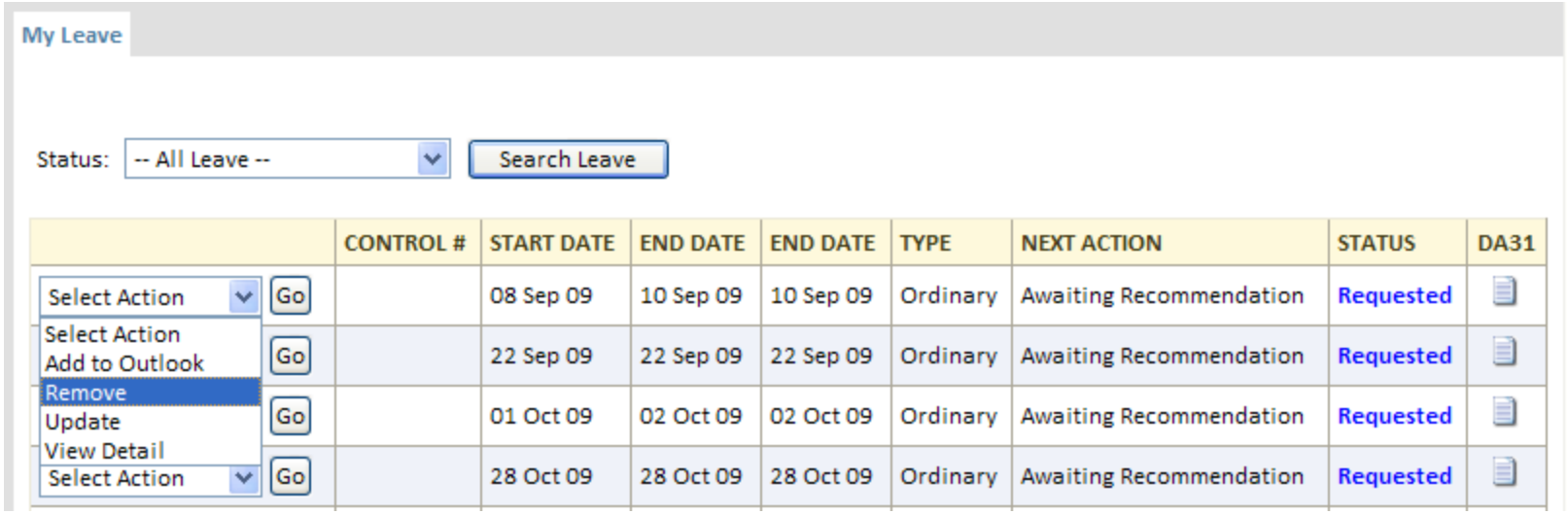
To View all the request you've put in the system click the "View Leave" link from the home page

# Viewing Your Leave Requests (cont)




- From this page you can search for all of your past and current leave. To search by status simply choose the status you desire to search for.
- Click the “Search” button to display the leave requests

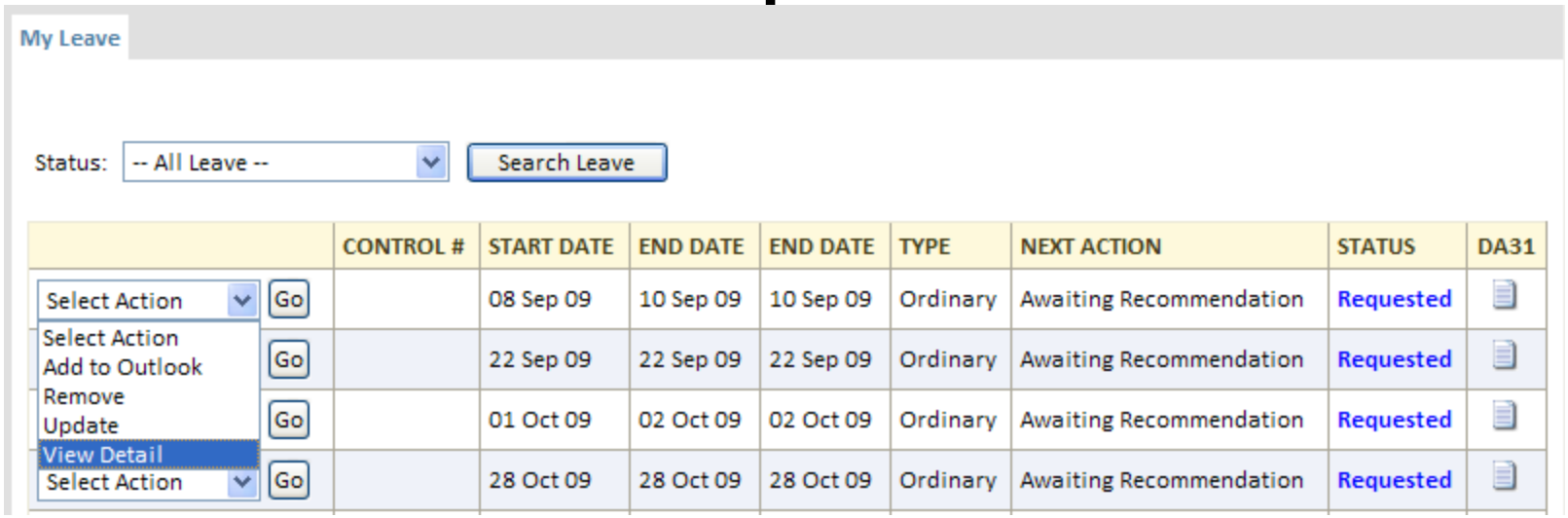
# Removing a Leave Request




To remove a request:

- Click the drop down list next to the request you'd like to remove
- Select "Remove"
- Click the "Go" button

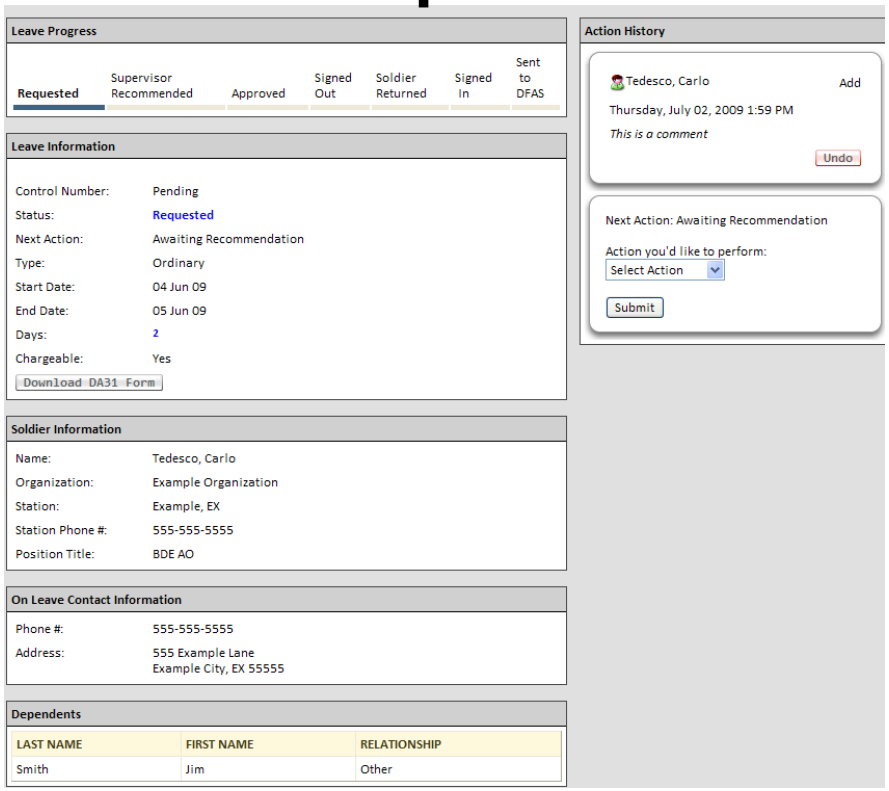
# Viewing the Detail of a Leave Request




To view the request in detail:

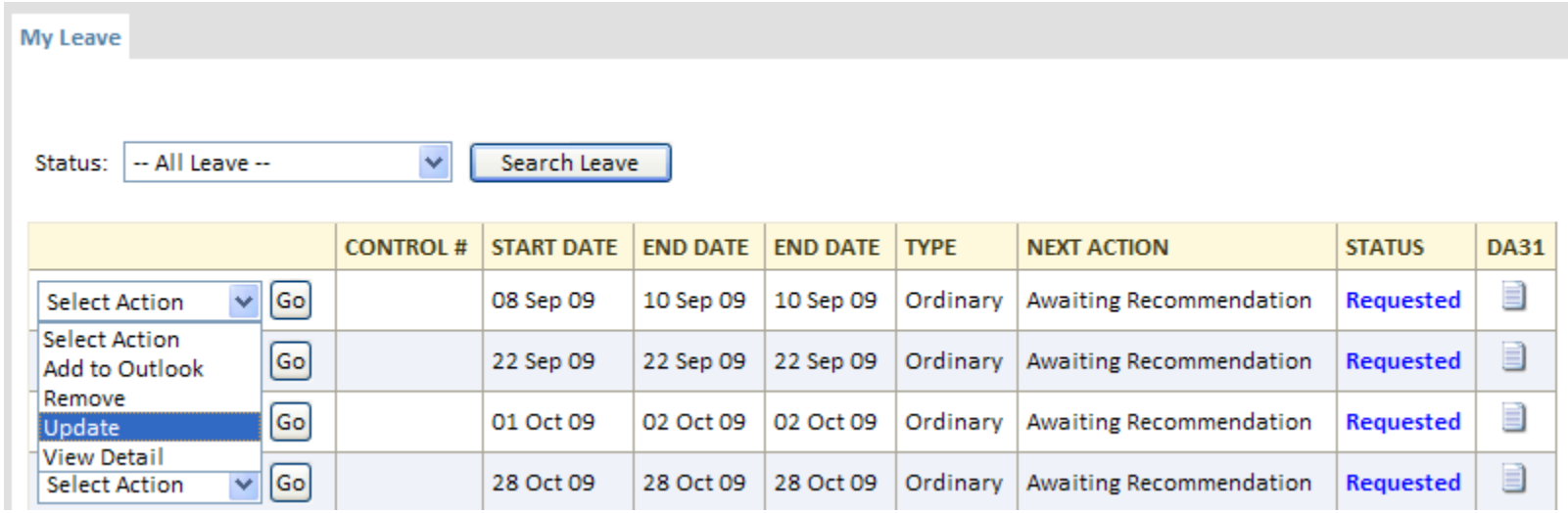
- Click the drop down list next to the request you'd like to view
- Select "View Detail"
- Click the "Go" button

# Viewing the Detail of a Leave Request




The “View Leave Detail” Screen displays all of the information about the leave.

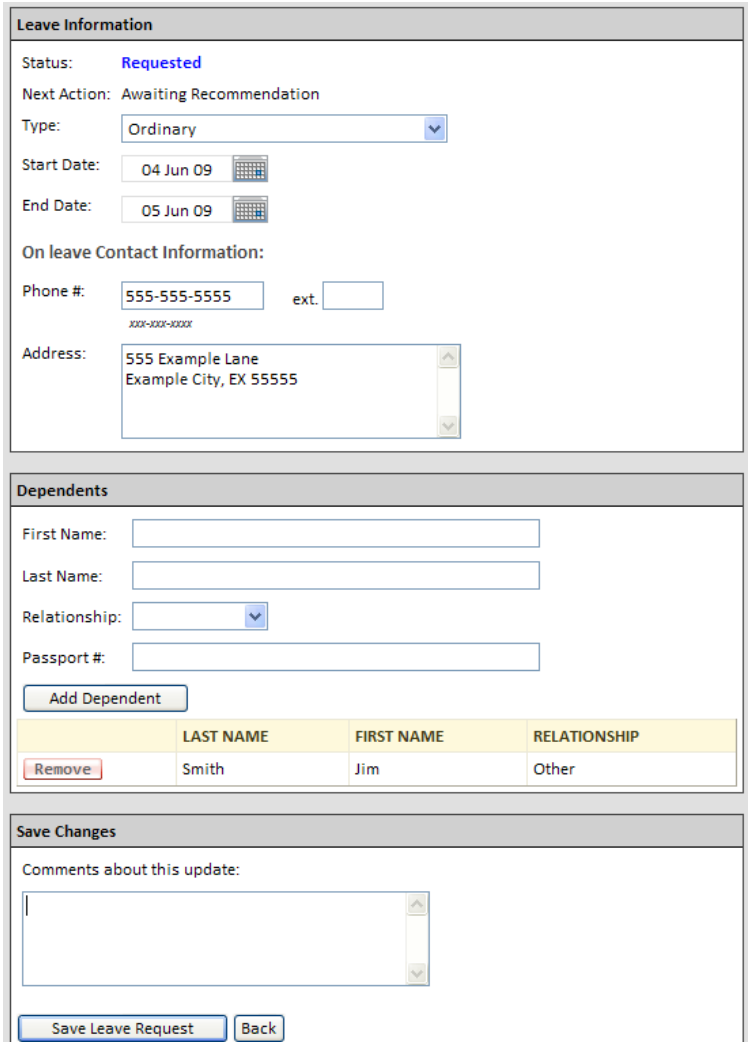
# Editing a Leave Request




To edit the leave request:

- Click the drop down list next to the request you'd like to update
- Select "Update"
- Click the "Go" button

# Editing a Leave Request




- Change any information you'd like to edit on this form
- When you are done click the "Save Leave Request" button
  - If the request has already been approved, it can still be edited., however it will need to be approved again by your supervisor